



## **LATERAL POLICE OFFICER**

**Opening Date: May 17, 2010**

**Closing Date: OPEN UNTIL FILLED**

Applications are currently being accepted for a **Certified Police Officer** within the Police Department's Patrol Division. Once probation is completed officer may also be assigned to a specialty unit or division such as Traffic, Investigations, Tactical Services Unit, Community Response Team, etc.

### **ESSENTIAL JOB DUTIES:**

- Serve and protect the public, and enforce local and state laws;
- Observe and/or investigate, pursue, apprehend, detain, cite and/or restrain, and escort suspected law violators to a custody facility;
- Establish contacts with the public on a proactive basis and builds good public relations within the community;
- Educate public on how they can prevent and deter being victims of crimes;
- Maintain high visibility and support community policing policies;
- Maintain a professional image and confidence through personal appearance;
- Prepare and deliver oral presentations at public forums such as schools or community meetings;
- Complete firearm qualifications at or above department standards;
- Assert above average driving skills under stress and non-stress conditions;
- Keep informed on laws and court decisions.
- Interview victims, witnesses, and suspects of crimes;
- Conduct background investigations;
- Identify, photograph, measure, and collect evidence at crime scenes, and enter information into notebook, and subsequently present the evidence through testimony in court;
- Complete investigations using computerized equipment with a complete, understandable, brief and accurate written report;
- Observe activities in assigned area, and make security checks;
- Gather and disseminate gained intelligence information;
- Maintain a high degree of alertness over long periods of time;
- Possess the ability to apply department policy and use judgment under stressful circumstances while responding to and/or reacting to a hazardous emergency situations;
- Utilize training to recognize and report hazardous materials incidents;
- Possess the training and the ability to converse over a two-way radio and utilize cellular telephone;
- Provide responsible care of assigned vehicle and equipment; and
- Conduct extra duties as required.

**See Reverse Side For Additional Information**

**MINIMUM QUALIFICATIONS:**

- DPSST Certified or a certified officer from another state;
- Have **at least** 4 years of experience as a certified officer;
- 21 years of age;
- Possess a high school diploma or equivalent;
- United States citizen without prior criminal conviction except for minor traffic violations;
- Candidates will be subject to a background investigation, including but not limited to, criminal and driving histories;
- Possess of a valid Class C Oregon Driver's license and an acceptable driving record;
- Ability to pass a physical, hearing, visual, and psychological exam;
- Ability to type by touch; knowledge of and experience using a computer keyboard; and
- Ability to work rotating shifts, subject to call back or other alternative work schedules.

**PREFERRED QUALIFICATIONS:**

- Bi-lingual skills in Spanish or Russian

**SALARY RANGE :** \$3,866 – \$5,164 per month depending upon experience and DPSST certification level. Additional pay is given for written and oral proficiency in Spanish or Russian languages.

**SUBMIT APPLICATION TO:**

Woodburn City Hall  
Human Resources  
270 Montgomery Street  
Woodburn, OR 97071  
Office: 503-980-2401  
Fax: 503-982-2376

*Application materials are available at City Hall or on the City's web-site at  
**[www.woodburn-or.gov](http://www.woodburn-or.gov)***

The person selected for this position must provide, at the time of appointment or the first working day, appropriate documentation of ability to work as required by the Immigration Reform and Control Act of 1986.

If you wish to identify yourself as a qualified individual with a disability under the Americans with Disabilities Act of 1990, and will be requesting accommodation, that request must be made to the Personnel Officer not later than the closing date of this job announcement, and the applicant must provide information on how reasonable accommodation may be met.

If you are a qualified veteran or a qualified disabled veteran, please complete and return the City of Woodburn's Veterans Preference Form with appropriate documentation to our Human Resource Department before the close date of the recruitment. The Veterans Preference Form can be found on the City's website at [www.woodburn-or.gov](http://www.woodburn-or.gov) or by contacting the Human Resource Department at (503) 980-2401.

Smoking is not allowed in City buildings. The City of Woodburn is a drug-free workplace.

**AN EQUAL OPPORTUNITY EMPLOYER**